

ROUTING AND TRANSMITTAL SLIP		Date
		6 December 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. ADDI		
3.		
4. DDI		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

*I find your case convincing.  
We will not move the Argentine  
Branch*

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DO NOT use this form as a RECORD of approvals, concurrences, dispositions, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.  
2E60, Hqs.

25X1

Director of Central Reference

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-75)

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\* GPO: 1983 O - 381-529 (232)

Prescribed by GSA  
FPMR (41 CFR) 101-11.205

6 December 1985

MEMORANDUM FOR: Deputy Director for Intelligence  
Associate Deputy Director for Intelligence

FROM:

[REDACTED]  
Director of Central Reference

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SUBJECT: Proposed Relocation of OCR's Acquisitions Branch

1. As you know, I do not think OCR's Acquisitions Branch is a good candidate to move [REDACTED]. Such a move would have a significant adverse impact on service and morale. Moreover, the computer support factor argues strongly against it.

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2. Computer Support. Acquisitions Branch uses a minicomputer system to keep track of and distribute more than \$4 million worth of purchases of periodicals and publications annually. The system, which dates from the 1970s, is on its last legs and requires constant attention by OCR's computer experts and help from OIT. (A recent Audit Staff report to you identified some financial accounting problems we have had in Acquisitions Branch-- problems which are due largely to the poor performance of the existing computer system.) Because of its severe limitations and unreliability, we began to develop a replacement system in mid-1985. The new system will use the OIT's mainframe, a new OIT data base management system, and the new headquarters PBX communications network. Because of certain characteristics of OIT's data base software, the new system, scheduled to become operational in mid- or late 1986, will not be capable of operating outside of headquarters. OIT's new software package probably will not be available for remote use until well after 1987. Thus, a move [REDACTED] would delay development and installation of a new computer system, while we try to keep the existing minicomputer operation running with OCR and OIT support people coming out from the headquarters building to maintain it and correct system failures.

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3. Service. There is no question that moving Acquisitions Branch out of the headquarters building would significantly degrade service.

-- Mail processing time would be lengthened, resulting in delays of deliveries to customers. In addition to the regular deliveries made by Acquisitions Branch, numerous DI officers now pick up their mail in the branch every day.

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[REDACTED]  
25X1~~CONFIDENTIAL~~

**SUBJECT: Proposed Relocation of OCR's Acquisitions Branch**

- Acquisitions officers would be less able to maintain regular personal contact with their customers in the building to develop requirements.
- Acquisitions officers would not have access to the Library collection, where they now do bibliographic research in connection with customer requirements.
- The additional system downtime that would result from having to transport tapes to OIT for processing (sometimes numerous trips back and forth are required just to resolve one problem) and from waiting for assistance from OIT for hardware maintenance would significantly degrade both the ordering and the dissemination processes.

4. Personnel Problems. During the past year Acquisitions Branch has had to operate with severe clerical shortages; at present, for example, only 50 percent of the 14 disseminator slots are filled. Consequently, a few months ago a serious backlog resulted, which required some extraordinary branch efforts to overcome. (Through significant amounts of overtime and a strong cooperative effort from all branch personnel, the backlog was reduced. A note of appreciation signed by you recognized that impressive effort.) The big push continues just to keep up with the heavy daily volume of material flowing through the branch. This is taking its toll, however, because several people are continuously working long hours of overtime. In the midst of this activity, branch personnel have had to put up with some undesirable environmental factors, such as temperature and air quality problems which we have only recently been able to correct.

5. Morale. In sum, Acquisitions Branch, in my view and in the view of branch personnel, has had more than its fair share of difficulties. Shortage of clerical personnel combined with some extremely poor working conditions and inadequate computer support has generated a feeling among many in the branch that management does not appreciate their efforts. To move it to another building would create major morale problems which could take us years to overcome.

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cc: D/OMPS

CONFIDENTIAL

8 DEC 1985

NOTE TO: ~~ADDI~~ *DDI*

SUBJECT: [ ] Space

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As you know, we requested OL assign 10,000 square feet of [ ] space for DI use. We learned yesterday that the S&T has also requested the same space. A decision has to be made on moving DI elements by Monday a.m. Our sense is that the S&T is willing to talk about a compromise which would allow the DI something in the neighborhood of 5.0K square feet. However, our minimal requirement is more in the 6.5 - 7 K range.

[ ] meet with S&T and OL Monday at 1:30 p.m. to begin negotiations. I would like to propose the following for your approval:

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--Relocate the OCR/Acquisition Branch [ ]

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OCR/AB occupies approximately 5.2K sq. ft. in GE47

--Relocate ASG/Analytical Methods Branch to GE47 (3.2K sq. ft.)

ASG/AM occupies 930 sq. ft. currently but anticipates growth to require an added 1,200 sq. ft. This would allow ASG/Planning to move into the ASG/AM space.

--Expand EURA/EI and relocate EURA/Admin to GE47 (1K sq. ft.)

EURA/European Issues currently occupies some of the most crowded space in the DI. Their situation can be alleviated by moving EURA Admin to another area.

--Relocate IPC to remaining GE47 space (1K sq. ft.)

IPC currently occupies 650 sq. ft. in 2F21 but are also cramped and crowded. The IPC space in 2F21 would be turned over to [ ] company camped out on the 7th floor to bring them down to 2nd floor to be closer to the main body of his people who will be moved out by the terrorist effort.

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Our proposal is dependent on our acquiring at least 6.5K sq. ft. of space in the Hall. Anything less does not provide for workable arrangements. OCR could be [ ] by late February and this is the only near-term space now available to give us a little space relief in this building. D/OCR is distinctly unenthusiastic about this proposal. His views accompany this note. I'm entirely sympathetic, but this is the only way we can get any relief in the near term. Acquisitions could look forward to a return to Headquarters and implementation of its new computer system in about two years. And they would have more space in the meantime.

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